

Scoring:  
3 – Exceeded Expected Results  
2 – Achieved Expected Results  
1 – Has Not Achieved Expected Results  
Note: If overall score is less than 2, a PIP must be attached

### COMMENTS

Supervisor Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chain of Command Comments: \_\_\_\_\_

Initial \_\_\_\_\_ Date: \_\_\_\_\_

HR Comments/Initials: KGK

Date: 3-8-18

CEO Comments: Joyce you have been a true partner in leading this Agency and setting a strong Fiscal

Initial JN Date: 3/7/18 Structure Thanks!.

Employee Comments: Include major accomplishments/contributions and/or requests for training or developmental opportunities.

a pleasure to be here!

Signature JNORRIS Date: 3/7/18

Performance is **NOT** to be discussed with employees until chain of command has signed off.

After discussing with employee, return original to HR and provide employee with a copy.